

Agreement Billing

The agreement billing section gives users the functionality to generate bills for agreement documents as well as the ability to view, edit or revert bills. To generate a bill, users must have the "Billing" role enabled in their user profile.

Billing currently applies only to Reimbursable Agreements.

There are two types of billing modes:

- Direct Charging: Uses obligated ledger items that were charged to that agreement number within the listed timeframe.
- Flat Charging: Generate bill from entered dollar allocations.

The agreement billing section can be accessed through Agreement Screen – Reimbursable Agreements

Find an agreement you would like to generate a bill for and click the "Generate Bills" icon.

Reports: [Status of Funds](#) [Strategic Funds](#) [Allocations](#) [Employees](#) [Agreements](#)

Spending & Collections

Add, Modify or Locate an Agreement

Use this screen to add a new agreement or locate an existing agreement for modifications/amendments. Agreement reports will be created through the Reporting module.

From the drop down list, select the agreement type for entry or edit. The agreements associated with this type of agreement which have already been entered will be displayed below. To create a new agreement for the type indicated, select the New Agreement button below.

Type: Cooperative Service Agreement/Reimbursable

Agreement #:

1 items found.

Agmt #	Account Code	Cooperator	Activity	Amount	Total Amount	Action
06-1000-09809-RA	6521001001	A-Mark Pest Management	APHIS Mission	231.11	231.11	

Reimbursable Agreements

Generate Bills Icon